

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Emergency Procedures - Revised June 1988

FROM:

OL/IMSS

EXTENSION

NO.

DATE

27 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/FMD/OL
3E14 Headquarters

2.

AC/RECD/OL

3.

C/LOC/SD/OL

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached is the revised OL Emergency Procedures for your review. If you wish to have any changes made, please make a Xerox copy of each page to be revised, show the changes to be made on each page, and return only those pages to me for revision. The attached revision includes changes made as of June 1988.

After receipt of any additional changes, the procedures will be revised and final copies forwarded to groups/divisions/staffs in OL and other selected addressees.

May I please have your response by 7 July 1988.

Thank!
Marie

Attachment

Unclassified when separated from SECRET attachment

OL/IMSS Official

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Updated OL Emergency Procedures - July 1988

FROM:

OL/IMSS

EXTENSION

NO.

DATE

25 August 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/L

2.

C/P&TS/OL

3.

C/PMS/OL

4.

C/SS/OL

5.

AC/AGC/OL

6.

AC/CSG/OL

7.

C/FMD/OL
3E14 Headquarters

8.

AC/P&PG/OL
158 P&P Building

9.

AC/RECD/OL

10.

C/SG/OL

11.

C/B&FB/OL

12.

C/IMSS/OL

13.

Note: 6 copies to P&A/MS, 7D18 HQS.
1 copy to Safety Division/OMS,
(picked up at OLPS on 10/27/88)

14.

15.

Attached are the updated OL Emergency Procedures for insertion into your manual. Please note that the green tab for the Broyhill Building should be removed from the manual and the tab for [redacted] should be renamed [redacted] and moved to the position following South Building. [redacted] is the new location for the Map Services Center and Map Library.

Thanks!

Attachment:
As stated

**BINDERY AND REPROGRAPHIC CENTER
PRINTING & PHOTOGRAPHY DIVISION**
Rm. GJ-56 Ex [REDACTED]
(SEE INSTRUCTIONS ON REVERSE PAGE)

PART I (TO BE FILLED IN BY ALL REQUESTORS)

1. REQUESTED BY [REDACTED]	2. SECURITY CLASSIFICATION SECRET	6. REQUISITION NO. 241-67-88
DIRECTORATE, OFFICE, DIVISION, BRANCH, UNIT DDA/OL/TMSS	3. DOCUMENT CONTROL NO. [REDACTED]	7. COMPLETION DATE DESIRED 8/11/88
ROOM NUMBER, BUILDING [REDACTED]	8. <input checked="" type="checkbox"/> VIA COURIER <input type="checkbox"/> CALL FOR PICK-UP	9. SCHEDULED DELIVERY DATE
EX [REDACTED]	5. DATE OF REQUISITION 9 August 1988	

10. DESCRIBE ATTACHED ENCLOSURE FULLY: QUANTITY, SIZE, MATERIAL.

NUMBER OF ORIGINALS 92 SIZE OF ORIGINALS 8 1/2 x 11"
NUMBER OF COPIES 15

11. FINISHED FORMAT

DOCUMENT PAPER SIZE 8 1/2 x 11"
☒ ONE SIDE ☐ HEAD TO HEAD ☐ TUMBLEHEAD

12. BINDERY

☐ STAPLE ON SIDE☐ STAPLE ON TOP☐ PUNCH

13. SPECIAL INSTRUCTIONS:

Please Xerox the attached 92 pages of the OL Emergency Procedures, making 15 copies that are collated and three-hole punched for insertion into three-ring binders by holders of the binders.

DATE RECEIVED

RECEIVED BY

BINDERY AND REPROGRAPHIC CENTER PRINTING & PHOTOGRAPHY DIVISION

Rm. GJ-56

(SEE INSTRUCTIONS ON REVERSE PAGE)

PART I (TO BE FILLED IN BY ALL REQUESTORS)

1. REQUESTED BY [REDACTED]	2. SECURITY CLASSIFICATION SECRET	6. REQUISITION NO. 201-07-00
DIRECTORATE, OFFICE, DIVISION, BRANCH, UNIT PLA/OL/ISS	3. DOCUMENT CONTROL NO.	7. COMPLETION DATE DESIRED 8/11/88
ROOM NUMBER, BUILDING [REDACTED]	[REDACTED]	8. <input checked="" type="checkbox"/> VIA COURIER <input type="checkbox"/> CALL FOR PICK-UP
E [REDACTED]	5 August 1988	9. SCHEDULED DELIVERY DATE

10. DESCRIBE ATTACHED ENCLOSURE FULLY: QUANTITY, SIZE, MATERIAL.

NUMBER OF ORIGINALS 92 SIZE OF ORIGINALS 8 1/2 x 11"

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Please Xerox the attached 92 pages of the OL Emergency Procedures, making 15 copies that are collated and three-hole punched for insertion into three-ring binders by holders of the binders.

DATE RECEIVED

RECEIVED BY

General Information

1. Form 70D must be used when ordering copy reproduction work from the P&PD Bindery and Reprographic Center. All other printing and photography requests should be forwarded to the Main Printing Plant, Room 154 or G-67 for processing.

2. P&PD production policy limits reproduction to no more than 125 copies per document, consequently requests that exceed this limit should be routed to the Main Printing Plant for processing on Form 70.

3. Printing, photography, and copy center requests submitted to any P&PD component must be accompanied by the proper form for the type work requested and have both an authorized signature and a requisition number that identifies the component for which the work is being done.

Instructions:

The 70D requisition has two separate parts. Part I is general information that identifies the requesting component and production time frames; however, components in the FIR program will fill in only the shaded blocks. Part II is for the FIR Program only.

Part I

All Copy Center customers, except FIR/DDO components, should furnish basic information requested in items 1 thru 13. Those components in the FIR Program will fill in the shaded areas only.

Part II

This section is for those offices in the FIR Program.

1. Instructions for copying reports should be written clearly and concisely; one report per line that lists the number of pages in the report.

2. If possible, all similar classifications should be on the same manifest: for example, all FIR-LT's listed together, all FIR-DB's together, all OO-B's together, all OO-T's together, etc.

BELOW RESERVED FOR BINDERY AND REPROGRAPHIC CENTER PERSONNEL

BINDERY AND REPROGRAPHIC CENTER	PLANNING & DISSEMINATION	
	EMPLOYEE INITIALS	TIME UNITS
Logging In :	_____	_____
Customer Assistance:	_____	_____
Mailing Out :	_____	_____

DOCUMENT COPYING

☐ DOCUMENT PREPARATION

	NO. OF ORIGINALS	NO. OF IMPRESSIONS
	<input type="checkbox"/> XEROX 3100	_____
<input type="checkbox"/> XEROX 8200	_____	_____
<input type="checkbox"/> XEROX 9400	_____	_____
<input type="checkbox"/> XEROX 9500 vr	_____	_____
<input type="checkbox"/> OTHER _____	_____	_____

☐ COLLATING: ☐ HAND ☐ MACHINE

BINDERY

	NO. OF BOOKS
<input type="checkbox"/> STAPLE	_____
<input type="checkbox"/> DRILL or HOLE PUNCH	_____
<input type="checkbox"/> SPIRAL	_____
<input type="checkbox"/> COLLATING: <input type="checkbox"/> HAND <input type="checkbox"/> MACHINE	_____

INTRODUCTION

1. This Emergency Manual is intended to provide Office of Logistics personnel essential guidance and appropriate contact information needed in handling situations covering natural, special, personnel, and building emergencies.
2. The key to the use of this Emergency Manual is the Emergency Matrix (Blue Tab). It identifies emergencies generically and specifies the immediate actions that should be taken in response.
3. Behind each White Tab is the essential guidance needed in handling such special operations as weather emergencies, emergency action during nonduty hours, OL crisis support, and building emergencies.
4. Lists of emergency contacts for GSA-leased and direct-leased Agency-occupied buildings in the Metropolitan Washington Area may be found behind the Red Tabs.
5. Behind the Green Tabs is additional information on each Agency-occupied building in the Metropolitan Washington Area.

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OFFICE OF LOGISTICS (OL) EMERGENCY MANUAL - TABLE OF CONTENTS

I.	OL EMERGENCY GUIDELINES (MATRIX)	Blue Tab
	Emergency Contacts	i - v
	Special Emergencies	
	Personnel Emergencies	
	Weather Emergencies	
	Building Emergencies	
	Alphabetical Listing - Emergency Contacts	vi vii
II.	EMERGENCY PROCEDURES	White Tab
	Personnel Emergencies - Notification of Appropriate Officials during Nonduty Hours	1
	Emergency Action during Nonduty Hours (LI 45-30-44)	2
	On-Call Officials of the Office of Logistics (LI 50-7-24)	3
	Weather Emergencies - General	4
	Communications	4a
	Weather Information	4b
	Emergency Transportation Plan	4c
	Emergency Supplies	4d
	Emergency Use of Headquarters Cafeteria	4e
	Non-Agency 24-Hour Duty Offices	4f
	Essential Courier Service	4g
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	Weather Emergencies during Duty Hours	5

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White Tab

Weather Emergencies during Nonduty Hours	6
Snow and Ice Removal - Headquarters	7
Snow and Ice Removal - Outlying Buildings - Logistics Operations Center	8
Access to Headquarters Garage during Nonduty Hours	9
Building Emergencies - Headquarters	10
Fire; Fire Evacuation Procedures - Headquarters and Printing and Photography Buildings	10a
Elevator Malfunction	10b
Food/Water Contamination	10c
Safety Hazard	10d
Smoke/Toxic Fumes	10e
HVAC, Domestic Water, Mechanical System Problems	10f
Power Outage	10g
Major Catastrophe	10h
Building Emergencies - Outlying Buildings	11
<div data-bbox="380 1274 1317 1375" style="border: 1px solid black; height: 48px; width: 577px;"></div>	11a
Elevator Malfunction	11b
Food/Water Contamination	11c
Safety Hazard	11d
Smoke/Toxic Fumes	11e
HVAC, Domestic Water, Mechanical System Problems	11f
Power Outage	11g
Major Catastrophe	11h

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III. EMERGENCY CONTACTS

Red Tab

Headquarters 24-Hour Duty Offices	1
Headquarters Maintenance Number	2
GSA Emergency Contacts during Nonduty Hours and Buildings Directory	3
Emergency Contacts at Outlying Buildings and Addresses of Buildings	4
Essential Employee Personnel Roster, Office of Logistics	5

IV. BUILDING DETAILS

Green Tab

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EMERGENCY CONTACTS

1. The following are emergency contacts to be called in response to certain emergencies. They are not necessarily listed in priority order. Individual judgment and discretion must be exercised in calling the contacts and in performing and expanding on the emergency actions outlined under the White Tabs.
2. During normal duty hours, in general, take all actions indicated under the White Tabs, at the time of the emergency unless otherwise noted.
3. During nonduty hours, see Emergency Action during Nonduty Hours (White Tab 2) in addition to the specific emergency procedures listed under the other White Tabs.

Telephone Numbers
Non-secure Secure

SPECIAL EMERGENCIES

Bomb Search, Bomb Threat, Robbery, Suspect Package,
Terrorist Threat, Terrorist Attack

Security Duty Office
Chief, FMD/OL - HQ
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

Medical Evacuation

Clinical Activities Division, OMS - HQ

Security Duty Office
Chief, FMD/OL - HQ
Chief, EBOB/RECD/OL - Outlying Buildings*
Personnel Services Branch, OP
Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Security Protective Officer for building (Green Tab).

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Telephone Numbers
Non-secure Secure

PERSONNEL EMERGENCIES

Auto Accident on Headquarters Compound

Security Duty Office
Chief, FMD/OL
Clinical Activities Division, OMS - HQ

Death of an Agency Employee

Security Duty Officer
Safety Division, OMS
Personnel Services Branch, OP
Office of Director of Logistics

Missing Person

Security Duty Office
Personnel Services Branch, OP
Office of Director of Logistics

Death on Agency Premises

Security Duty Office
Office of Director of Logistics
Office of Director of Medical Services
Safety Division, OMS
Personnel Services Branch, OP

Injury on Agency Premises

Security Duty Office
Safety Division, OMS
Chief, FMD/OL - HQ
Chief EBOB/RECD/OL - Outlying Buildings*
Clinical Activities Division, OMS - HQ

Personnel Services Branch, OP
Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Security Protective Officer for building (Green Tab).

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Telephone Numbers
Non-secure Secure

WEATHER EMERGENCIES

Snow/Ice, Lightning, Flood, Hurricane, Tornado

STAT

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Deputy/Services, FMD/OL
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

BUILDING EMERGENCIES

Fire/Building Fire Alarm

Security Duty Office
Chief, Fire Protection Branch/SD/OMS
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Deputy/Services, FMD/OL
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

Elevator Malfunction

Security Duty Office
Deputy/Operations, FMD/OL - HQ
Allied Service Call Coordinator
Safety Division, OMS
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Medical Services

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Security Protective Officer for building (Green Tab).

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Telephone Numbers
Non-secure Secure

Food/Water Contamination

Security Duty Office
Chief, Occupational Health Br./SD/OMS
Mgr., Executive Dining Room, FMD/OL - HQ
Allied Service Call Coordinator
GSI Cafeteria Manager (White Tab 4e)
Chief EBOB/RECD/OL - Outlying Buildings*
Office of Director of Medical Services
Office of Director of Logistics

Major Catastrophe

Security Duty Office
Office of Director of Logistics
Office of Director of Medical Services
Safety Division, OMS
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*

Safety Hazard

Security Duty Office
Safety Division, OMS
Chief, FMD/OL - HQ
Deputy/Operations, OL/FMD
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

Smoke/Toxic Fumes

Security Duty Office
Chief, Occupational Health Br./SD/OMS
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Medical Services

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Security Protective Officer for building (Green Tab).

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Telephone Numbers
Non-secure Secure

STAT

Burst Water/Steam Pipe

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*

Power Outage

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Security Protective Officer for building (Green Tab).

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ADMINISTRATIVE - INTERNAL USE ONLY

ALPHABETICAL LISTING - EMERGENCY CONTACTS

		Telephone Numbers
		<u>Non-secure</u> <u>Secure</u>
	Building Engineer, Manager, or Proprietor	(Red Tab 4)
STAT	Executive Assistant, DDA	<div></div>
	GSA Regional Emergency Control Center	(202) 472-1111
STAT	GSI Cafeteria Manager (White Tab 4e)	<div></div>
	Office of Logistics (OL)	
	Agency Contracts Group	
STAT	Building Services Branch, OL/FMD	
	<div></div>	
	Deputy/Operations, OL/FMD	
	Deputy/Services, OL/FMD	
	Director of Logistics	
	Executive Dining Room, OL/FMD - HQ	
	External Buildings Operations Branch, OL/RECD	
	Facilities Management Division (FMD)	
	Headquarters Division, OL/P&PG	
STAT	Information and Management Support Staff	
	<div></div>	
	Mail and Courier Branch, OL/FMD (After hours)	
	Motor Pool Branch, OL/FMD	
	Personnel and Training Staff	
	Printing and Photography Group	
	Procurement Management Staff	

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Telephone Numbers
Non-secure Secure

Office of Logistics (continued)

STAT

Real Estate and Construction Division (RECD)

Security Staff

Supply Group

Office of Medical Services

STAT

Clinical Activities Division, OMS - HQ

Director of Medical Services

Safety Division, OMS

Fire Protection Branch

Occupational Health Branch

Office of Security

Security Duty Office

Ogden-Allied Service Call Coordinator

Note: See Red Tab 1 for Headquarters 24-Hour Duty Offices.

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WEATHER INFORMATION

1. Primary Weather Report - Channel 10 on TV grid will indicate appropriate channel.
2. Other Weather Reports
 - a. Radio-WAVA (FM 105.1 MC and AM 780 KG) - 24-hour weather information broadcast twice every half hour on 162.55 (VHF-FM)
 - b. C&P Telephone Company Recording 936-1212
 - c. Washington National Airport Control Tower 557-2760
 - d. Andrews Air Force Base 981-9111
 - e. Federal Aviation Administration (FAA) 426-4000
 - f. National Weather Service (daytime) 471-1741
(24-hour) 899-3420
Severe Weather Branch 427-8090
3. Road Information
 - a. American Automobile Association 222-9000
 - b. District of Columbia (Snow Emergency Ctr) 727-5795
 - (1) Director, Department of Public Works 939-8000
 - (2) Traffic Engineering & Operation 727-5762
 - c. Virginia Department of Highways
 - (1) Arlington County 845-7630
 - (2) Fairfax County 359-1100
 - (3) City of Alexandria, Police Department 838-4444
 - d. Prince Georges County and Montgomery County, Maryland 345-7100
4. Civil Service - Early Dismissal 632-6266

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Tab 4c

EMERGENCY TRANSPORTATION PLAN

There are Motor Pool vehicles to support components during weather emergencies. A list of these vehicles is maintained by the Motor Pool Branch.

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EMERGENCY SUPPLIES

OL/FMD has arranged to support 1,000 people with cots, blankets, disposable linens, and long-range patrol rations for a 4-day period. The supplies will be kept in locked boxes under the jurisdiction of the Building Services Branch (BSB), OL/FMD, and distributed as necessary in emergency situations.

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